



Courage in Wisdom | Hope in Love

Job Description

Title:	Head of Year
Reports to:	Deputy of Wellbeing & Director of Pastoral Care
EBA/Award:	SCBC Teaching Agreement 2024
FTE:	1.0 FTE <i>The Head of Year will have a reduced teaching load to meet the requirements of the role and will receive remuneration reflecting the increased responsibilities of the position.</i>
Employment Type:	Permanent

Position Summary

The Head of Year is a key member of the Student Wellbeing Team, responsible for fostering a safe and caring environment where students can achieve their full potential.

This role involves working collaboratively with students, teachers, parents, and stakeholders to enhance educational outcomes, ensure the safety and wellbeing of students, and develop their spiritual, emotional, and leadership capacities. The Head of Year will lead a cohort of students and oversee their pastoral care, discipline, and academic success. The Head of Year will work in conjunction with the Director of Pastoral Care to develop and deliver the protective behaviours curriculum and work alongside the Deputy for Wellbeing to deliver a Wellbeing curriculum. The Head of Year will be responsible for leading a group of staff assigned to the pastoral care of their year group.

In addition to pastoral duties, the Head of Year will maintain a teaching load and contribute to broader school initiatives and events.

Job Description

Student Wellbeing and Pastoral Care

- Lead and nurture positive relationships between students, staff, and parents to support students' spiritual, emotional, and academic development.
- Develop and improve pastoral programs that support and enhance student outcomes, fostering leadership and resilience.
- Implement and uphold the College's discipline system, ensuring a safe and focused learning environment for all students and staff.
- Actively contribute to College activities such as Year camps, assemblies, Homeroom and House activities to enhance students' sense of belonging and well-being.

Communication and Relationships

- Serve as the primary contact for students, parents, and staff regarding year group concerns, wellbeing, events and discipline.
- Maintain clear and effective communication channels, providing regular updates to parents and staff about student progress and addressing areas of concern.



- Liaise with the Head of Learning Areas (HOLAs) and other staff to address discipline and academic concerns, including attendance rate and classroom re-entries, within the year group or learning areas.
- Engage with external community services, including counsellors, psychologists, and chaplains, to ensure appropriate support for students in need.

Leadership and Team Building

- Lead and support Homeroom Teachers within the year group to ensure a cohesive and supportive pastoral team.
- In conjunction with the Director of Pastoral Care and the Deputy for Wellbeing, prepare, share, deliver and facilitate Pastoral Care session Curriculum.
- Support the House team by encouraging and developing student leadership.
- Participate in the ongoing development of the College's pastoral care policies, ensuring alignment with the College's mission and values.
- Promote and model restorative practices in interactions with students and staff, ensuring respectful and positive relationships within the College community.

Contribution to College Mission

- Uphold the College's Statement of Faith and contribute to the development of a school culture that reflects the College's Christian identity.
- Assist in building a safe and healthy workplace, following OH&S policies and ensuring the wellbeing of staff and students.
- Support key College events such as Year 12 Graduation, Presentation Evenings, Open Day, and Assemblies.

Administration and Reporting

- Oversee the accurate and professional documentation of student pastoral entries in the College assigned management systems.
- Monitor student attendance, wellbeing, and discipline trends within the year group, responding appropriately to emerging issues.
- Provide regular reports and updates to the Deputy Head of Student Wellbeing or Director of Pastoral Care on matters related to pastoral care and student management.

NOTE - This job description is comprehensive but not exhaustive. Heads of Year are required to work under the direction of the Deputy of Wellbeing and the Director of Pastoral Care.

Selection Criteria

- Demonstrated experience in pastoral care and wellbeing support, with the ability to engage with students, staff, and parents in a compassionate and effective manner.
- Experience in developing and implementing pastoral and discipline programs that support student growth and wellbeing.
- An impartial decision-making framework that is based on fact and is fair.
- A proactive, compassionate, and empathetic approach to student wellbeing and discipline.
- Strong organisational and administrative skills, with the ability to manage multiple responsibilities and deadlines.



- Demonstrated ability to build teams and foster a culture of effort and belonging.
- A 'can do attitude' and demeanour of vibrancy and fun.
- Accept the College's Statement of Faith.
- Always act in the best interests of the College and its mission.

General Requirements

- To have a personal faith and commitment to the Lord Jesus Christ.
- To actively be a part of a Church or Christian community and exemplify Christian beliefs, behaviour, and practices.
- To accept the College's Statement of Faith.
- Build co-operative and supportive relationships with the board, principal, staff, students and parents.
- Work to ensure personal best practice.
- Ensure that decision making is based on fact and is impartial and fair.
- Model the use of appropriate and proper channels of communication.
- Always act in the best interest of the College and its ethos.
- Commitment to maintaining a child-safe environment in line with the College's values and policies.
- Working With Children Card.
- National Police Clearance.
- Contribute to a safe and healthy workplace by:
 - Following WH&S instructions and policies
 - Reporting accidents and hazards
 - Generally caring for own safety and that of others, including volunteers, students, and parents.
 - First Aid certificate.

Other Matters

Note: This job description is comprehensive but not exhaustive, and duties may be varied at the discretion of the college in consultation with this role.

Position Held By:	
Signed:	
Date:	